

CITY OF FRESNO

310020

AIRPORTS OPERATIONS MANAGER

DEFINITION

Under general direction, supervises and administers the Operations Division of the Airports Department.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from Director of Aviation. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

DISTINGUISHING CHARACTERISTICS

Airports Operations Manager is responsible for the overall management of the Airports Operations Division, which includes the Airfield Maintenance and Building Maintenance sections. Within guidelines set by the Director of Aviation, the incumbent establishes and implements all necessary operational procedures. This class is distinguished from Airports Airside/Landside Superintendent in that incumbents of the latter have responsibility for sections within the Airports Operations Division. This is an unclassified position in which the incumbent serves at the will of the Director of Aviation.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Plans, organizes, and directs the airfield maintenance and building maintenance activities of the Operations Division.

Serves as Department representative for airport construction projects and participates in the initiation of construction programs, review of construction plans, drawings, and specifications, and management of construction projects.

Reviews and inspects airport maintenance and safety operations to ensure compliance with local, state, and federal regulations.

Develops, prepares, and administers the Division budget.

Analyzes, recommends, and executes cost reduction, and other methods to increase the efficiency and productivity of airport facilities and maintenance and safety operations.

Establishes training programs and safety procedures for the Division.

Selects, evaluates, and disciplines subordinate employees.

May represent the Department in operational matters.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

State and federal airport operations and safety regulations.

Airport management, operations, and maintenance. Ability to plan, coordinate, schedule, and inspect the work of subordinate employees.

Skills to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely

Ability to:

Train and develop employees and to instruct them in operations methods.

Establish and maintain a continuous maintenance program

Read and interpret engineering plans and specifications.

Establish and maintain working relationships with subordinates, City officials, and the public.

MINIMUM QUALIFICATIONS

Experience:

Three years of managerial experience in airport or building and construction operations. Additional qualifying experience may be substituted for the education on a year-for-year basis.

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Airport Management, or a closely related field.

Special Requirements:

Possession at time of appointment and continued maintenance of a valid California Driver License.

APPROVED: _____
Director of Personnel Services

DATE: _____

Original 05/09/1977
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